



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
**WORK RELEASE/FIELD
OFFENDER MANUAL**

REVISION DATE
11/24/14

PAGE NUMBER
1 of 4

NUMBER
DOC 350.210

POLICY

TITLE
TRANSITION RESOURCES FOR OFFENDERS

REVIEW/REVISION HISTORY:

Effective: 12/18/06
Revised: 11/15/07 AB 07-033
Revised: 5/7/08
Revised: 9/22/08
Revised: 7/10/09
Revised: 9/26/11
Revised: 11/24/14

SUMMARY OF REVISION/REVIEW:

Numerous changes to Attachment 1
Attachment 2 - Added that the Field Administrator may approve/deny transition fund requests


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

10/30/14

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [ACA 7D-26](#); [ACA 7D-31](#); [DOC 200.335 Purchase Card](#); [DOC 350.200 Offender Transition and Release](#); [DOC 800.010 Ethics](#); [DOC 800.020 Use of State Resources](#); [Records Retention Schedule](#)

POLICY:

- I. To support successful offender transition to the community, the Department may use transition funds for offenders who meet all of the following eligibility criteria:
 - A. In Prison or Work Release, or residing in the community.
 - B. Under supervision or expected to be under Department supervision within 30 days.
 - C. Lacks personal and community resources.

DIRECTIVE:

- I. Responsibilities
 - A. The Appointing Authority will designate a Resource Coordinator to oversee individual transition resource programs on a regional or statewide basis as appropriate.
 - B. Each Community Corrections Region has Resource Coordinators who manage the program at the local level.
 1. Contact information will be made available on [InsideDOC](#).
 - C. The Resource Coordinator will manage the transition resource program and ensure operational integrity and policy compliance.
- II. Requirements
 - A. To ensure consistency, Department programs providing transition resources will make the same services and resources available to offenders statewide.
 - B. Employees involved in requesting, approving, receiving, storing, distributing, or using transition funds will ensure funds are safeguarded and used only for the approved purposes.
 - C. Employees involved in providing transition funds or resources will comply with DOC 800.010 Ethics and DOC 800.020 Use of State Resources.


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III. Program Information

- A. Transition funds may be provided to eligible offenders through the Regional Transition Fund Program per Attachment 2.
- B. Prison offenders unable to release due to lack of housing funds may be eligible for the Earned Release Date (ERD) Housing Voucher Program per Attachment 1.
- C. The Department will maintain a list of all current transition resource programs and funding sources offering assistance. The list will be made available on [InsideDOC](#).
- D. Each local Resource Coordinator will maintain a current Resource Directory of vendors providing transition services or goods in the area.
 1. The directory will be available on [InsideDOC](#) and will include:
 - a. Services offered and/or intended scope of services available.
 - b. Specific qualifications and eligibility criteria.
 - c. Application process and program contact information.
 2. Employees may request vendors be added to the Resource Directory as necessary by contacting the local Resource Coordinator or designee.

IV. Processing Funding Requests

- A. The Resource Coordinator will ensure:
 1. Requests are processed in a timely manner and within individual program guidelines.
 2. Applicants or employees are notified of approval or the reasons for denial.
 3. An [SF A-19-1A Invoice Voucher](#) is provided to vendors for approved services to use as a billing document after services have been provided.
 - a. The vendor may submit its own invoice if available.
 4. Documentation is maintained on all transactions and provided to the appropriate Business Office for timely payment to vendors.
- B. The Business Office will:
 1. Process invoices for payment.

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2. Deposit payments electronically into the vendor's bank account or mail to the vendor's address of record.
 - a. Funds or warrants will not be hand-delivered or held for pick-up.
3. Maintain an electronic file of all requests by section or programs per the Records Retention Schedule.

V. Operational Integrity and Basic Standards

- A. The Resource Coordinator will work with his/her Local Business Advisor (LBA) to establish and maintain written practices, as needed, to safeguard the distribution and use of transition resources and funds.
 1. Written local practices are required when a Resource Coordinator authorizes the purchase of supplies (e.g., bus tokens, pre-paid cards, supply closet items) that are stored and used for more than one offender.
- B. The Regional Business Manager or LBA, as appropriate, will review the written practices annually.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

[Earned Release Date \(ERD\) Housing Voucher Program \(Attachment 1\)](#)
[Regional Transition Fund Program \(Attachment 2\)](#) [7D-26] [7D-31]

DOC FORMS:

[DOC 02-336 ERD Housing Voucher Program Criteria Worksheet](#)
[DOC 02-337 ERD Housing Voucher Program Payment Request](#)
[DOC 06-028 Transition Resources Request](#)
[DOC 11-012 Release Sponsor Orientation Checklist](#)